

## NOW AVAILABLE: Students Not Tested

The Students Not Tested screen for spring 2013 assessments is **NOW AVAILABLE** and will remain open from **Thursday, May 9, 2013 to 5:00 p.m. on Wednesday, May 15, 2013.**

### Purpose of Students Not Tested

During the Students Not Tested window, it is very important for schools to provide a reason why a student was not assessed in spring 2013. "Not Tested" issues for the Michigan Merit Examination (MME) are submitted by day (i.e., Day 1, Day 2, or Day 3). Grade 11 MI-Access "Not Tested" issues are submitted by content area. Information submitted during the Students Not Tested window is used to meet federal reporting requirements and for use in school accountability calculations.

### How to Complete Students Not Tested

The Students Not Tested screen on the BAA Secure Site ([www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure)) will display a list of students who have been identified through the Michigan Student Data System (MSDS) as being enrolled in the school during the spring 2013 assessment window. A red "N" will display for a student who did not test on MME Day 1, Day 2, or Day 3, or who did not test in a MI-Access content area. Where a red "N" is displayed, a reason why the student did not test needs to be submitted. **The screen will remain available for you to enter responses until 5:00p.m. on Wednesday, May 15, 2013.** Closing the Students Not Tested window on May 15<sup>th</sup>, allows accountability calculations to be run sooner and accountability preliminary results to be provided earlier.

The information provided on the Students Not Tested screen will be used for accountability calculations; however, it is **very important** to understand that not all reasons listed in the drop down menu are valid student exemptions for accountability purposes. When a "Not Tested" reason is selected which cannot be considered a valid rationale for student exemption, a message will be displayed on the screen informing the user that the reason provided does not substantiate an exemption for accountability purposes. Selections from the drop down menu that may be a valid accountability exemption reason will be submitted electronically for review. You can check the status of requested exemptions in the "Not Tested Issues" screen.

Detailed instructions and information about the "Students Not Tested" function can be found in the *BAA Secure Site User Manual* (found on the login page at the URL listed above) on pages 104-115, and we strongly encourage you to read it thoroughly. Additionally, there is video content available on how to use and submit issues for the Students Not Tested screen at: <http://www.mistreamnet.com/vidflv.php?who=oeaa101410n01> (NOTE: *Students Not Tested is Part 8*).

During the Tested Roster review period, schools were asked to review the roster and verify that all answer documents for the school were received and scanned by the contractor. Schools were required to submit any issues relating to **missing answer documents** through the Tested Roster screen. Some schools also submitted "missing test" or "missing student" issues and provided an explanation of why the student did not test at that time. This was not the correct method to provide information on students not assessed; **therefore, even if you submitted**

**this information during Tested Roster, you will need to provide the information on the "Students Not Tested" screen.**

Student demographic and exit date issues needed to be resolved during the MSDS Maintenance Window for Spring Assessments. ***If an MSDS student record update was needed, and that update was not made in the MSDS prior to the May 1, 2013 deadline, submit "Administrative Error" as the reason for not testing.***

#### Additional Information May be Required

Once "Not Tested" reasons have been reviewed and processed, your school may have Students Not Tested issues that require additional information in order to complete their processing. It is imperative you check the status of your Students Not Tested issues frequently and submit the requested information in a timely manner. Instructions on how to generate a report identifying the status of all Students Not Tested issues can be found the BAA Secure Site User Manual pages 113-114.

When additional information is requested, a red "Yes" will appear in the "Additional Info Required" column of the "Not Tested Issues" screen and additional information will be **required** to consider the issue further. Requested information should be submitted to [MDE-Accountability@Michigan.gov](mailto:MDE-Accountability@Michigan.gov). Information submitted may potentially lead to a change in exemption status, so please respond as soon as possible. You must include the name of the student(s) and the issue number in your email. The deadline to submit additional information if requested is Monday, May 20, 2013 at 5:00 p.m.

Additional information will only be accepted for issues flagged as requiring additional information. Any information submitted after the due date will not be considered, and outstanding issues will be closed if no response is received.

#### Assessment Participation Summary Report

Once "Not Tested" reasons have been selected for all students and all exemptions for mathematics and reading have been reviewed and processed, schools can get an Assessment Participation Summary Report by clicking on the REPORT button on the "Students Not Tested" page. This will give the school an accurate reporting of participation for accountability purposes.

#### **Questions?**

If you have questions about the BAA Secure Site, please email [BAA@Michigan.gov](mailto:BAA@Michigan.gov) or call 877-560-8378, and select 3 for MME or 4 for MI-Access.

If you have school accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) or call 877-560-8378, and select option 6.

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